Program Description: The career program in Accounting prepares students for various entry-level positions in the field of accounting. It is strongly recommended that students who plan to pursue further studies at a four-year institution immediately after graduation to major in Accounting take the Business Administration with the Accounting Concentration program.

Program Outcomes:
Upon successful completion of this program, students should be able to:

- Perform all steps in the accounting cycle for business entities.
- Compute and record those amounts arising from representative transactions unique to partnerships or corporations.
- Analyze financial statements, recognize potential problem areas, and suggest appropriate actions to alleviate or eliminate problems.
- Prepare a federal income tax return and other tax forms for representative individuals including the person who is operating the business as a single proprietorship.
- Record representative cost accounting transactions and subsequently reflect the effect of these transactions in appropriate financial statements.
- Recognize special needs of business and design the records required to meet such needs.
- Prepare financial forecasts based on information from both internal and external sources.
- Prepare cash budgets.
- Prepare production budgets and subsequent variance reports.
- Demonstrate a knowledge of capital budgeting.
- Discuss the importance of ethical behavior in business operations.
- Demonstrate efficient utilization of appropriate accounting software.
- Apply basic economic principles in the business decision-making process.

Semester by Semester Plan:

Semester 1:
ENG 100
MATH 105
BUS 100
ACC 111
DPR 100

Semester 2:
ENG 112
ACC 112
ACC 115
BUS 243
Social Science Elective
Semester 3:
ACC 201
ACC 202
BUS 130
Social Science Elective
Science Elective

Semester 4:
Accounting/Business Elective
Business/ DPR Elective
Humanities Elective
BUS 199
Open Elective

Total Credits: 62-63

Notes:
Students who have had experience in the above areas may be awarded credit through the College's Credit for Prior Learning program. Recommended BUS/DPR courses from which the student should select are: Advanced Microsoft Office (DPR 111), Data Base-Access (DPR 113), Principles of Management (BUS 210), Supervision (BUS 211), Organizational Behavior (BUS 214), Human Resource Management (BUS 215), Business Statistics (BUS 220), Principles of Marketing (BUS 230), Principles of Advertising (BUS 231), Principles of Finance (BUS 232). Applied Accounting (ACC 100) MAY NOT BE USED to meet any elective requirement in this program. A certificate in Professional Accounting is also available.